

Minutes
Rocky Mountain BEST (Boosting Engineering, Science and Technology)
Board of Directors Meeting

Thursday, February 11, 2016, 6:30 pm, telecon

Board Members:			
Carolyn Bauer	t	Stephen Garran	t
Tim Bouvia	t	Jose Lopez	t
Kathy Geise	t	Lois Walton	t
Guests:			
Wesley Kenison	t	Starr Villa	
Judith Schlesinger		t = telecon attendee	

Kathy called the meeting to order at 6:38pm.

1. Review/Modify February 11, 2016 Agenda. Done.
2. Review/Approve minutes: **Lois made a motion we approve the January 14, 2016 BOD meeting minutes and January 26, 2016 BOD meeting telecon minutes. Jose seconded and the motion passed.**
3. Review/Approve email votes. **Tim made a motion we ratify and are document the following motion approved via email since the last meeting. Lois seconded and the motion passed.**
 - a. **Carolyn made a motion that we accept the RMBEST ELECTRONICS KIT GRANT POLICY VER01 and RM BEST REQUEST FOR ELECTRONICS KIT GRANT FORM VER01. Lois seconded. Carolyn received some updates which she placed in the documents and the motion passed.**
 - b. Updated documents will be placed on the website and emailed to Colorado Hub Directors.
4. Treasurer's Report – Lois.
 - a. Approval of current Treasurer's Report. Lois presented 3 Treasurer's Reports dated February 9, 2016: Balance Sheet, Income and Expense and Budget vs Actuals. (These reports are in QuickBooks and can be found in Dropbox at the following location: RM BEST / Board of Directors / Treasurers Reports / 2016.) **Lois** to explain the Rent of Space expenses so we can approve this report next meeting.
5. Review of Action Items Due or Overdue – Done at the end of this meeting, but moved to this section of the Agenda for future meetings.
6. Diversity Committee, Linda King, Committee Chair - tabled
7. President's Report – Kathy
 - a. Annual meeting planning – Nominations for Directors
 - i. Jose, Carolyn, Tim terms expire March 2016
 - ii. Kathy, Lois, Steve terms expire March 2017
 - iii. **Tim nominated Jose and Carolyn to be board members and both accepted the nomination. Jose nominated Wes Kenison and he accepted the nomination. Jose nominated Starr Villa and Jose will follow up to see whether she will accept. Carolyn nominated Judith Schlesinger and Carolyn will follow up to see whether she will accept. In addition, Kathy will accept nominations via email.**
 - b. Year In Review charts ready for BOD approval. **Carolyn** to confirm numbers in the year in review presentation and to schedule meetings with our key sponsors. **Steve** to create an annual report from the year in review presentation.
 - c. BRI Youth Protection Policy request for info. Modeled after FIRST program – on February BRI BOD meeting agenda.
 - d. We agreed to move May meeting from May 12 to May 5.

8. Executive Director's report – Jose
 - a. Jose recruited William Smith HS near Buckley, which improves the diversity of students in our program.
 - b. **Jose** to write policy draft explaining we drop priority of teams if they don't compete 2 years in a row, or if they don't return kits in a timely manner.
 - c. Game Date issue – so far only date that works for Game Day is Oct 15. This means Kickoff will be during Labor Day weekend. This is not particularly desirable and Jose is determining if there is an available Saturday evening / Sunday combination that is better.
 - d. **Carolyn** to email suggestion to Gail F that BRI use 2,3,4 weekends of Sept as kickoff, rather than 1,2,3 (because of Labor Day weekend).

9. Fundraising Committee – Lois Walton
 - a. Boosting BEST, Thursday, Feb 25, 2016 6PM – 9PM
 - i. 29 attendees currently. 145 items in Auction Item File – 38 FRB – valued at \$4,020; 108 RMB valued at \$5,385. We need more auction items.
 - ii. She requests we get more items and we put items in the Auction item file early or give items to Lois. Lots of info is in Dropbox.
 - iii. **Steve** reviewing what items might work for live auction and whether we want to do it.
 - iv. Boosting BEST telecon Friday at 3. Steve will try to attend.
 - b. **Lois / Carolyn** to complete / submit Jeppesen grant.

10. Asset Management Committee, Carolyn, Committee Chair
 - a. Kit Loan and Grant forms have been sent to FR BEST and SoCo BEST
 - b. Kit grant form sent to Golden Plains BEST organizers (KMG) & Loan Form (CB)
 - c. Key Goal this year – establish enough hubs in this region to have a Regional Championship: **(from our Strategic Priorities)**
 - i. Loaning to hubs to get them to minimal qualifying to be a hub is excellent approach
 - ii. Granting to existing hub is an excellent approach.
 - iii. Loan to groups to establish a new hub.
 - iv. Loan or grant to our specific programs to strengthen that program is excellent approach.
 - v. School requests would be evaluated related to improving our diversity.
 - vi. We might consider having displayed robots at MSU Denver in the new bldg.
 - d. This post-meeting note is added to include a future discussion of the Intellectual property topic as it relates to a team's robot.

11. RM BEST Hub Program Status – Carolyn
 - a. Schedule not yet resolved for this year. We're curious whether it is possible to request the NCAA that a certain weekend be set aside for a local event. This is an event planning recurring issue.
 - b. BRI Hub License arrived via email 2/9/16. Carolyn's review indicates the changes are minimal from previous years and **Carolyn** will sign and submit it after this meeting. Any concerns? **Carolyn** to confirm with Gail Fulenwider that it's okay to use the BEST game info for Outreach.

12. New Hub Development Program – OPEN
 - a. Pikes Peak BEST
 - i. Jose and Kathy to visit Kat to discuss status / actions.
 - ii. Kathy volunteered to pick up kits. (3 are with Colorado Springs Schools).
 - b. Northeastern Colorado BEST failed to submit application for 2016 by January deadline. They are considering submitting an application before the February BRI BOD meeting. **Kathy** to offer we provide a New Hub Workshop. Maybe their teams should compete in RM BEST in 2016 and train their hub people at our 2016 events.
 - c. Need to consider how to make this program grow. Can MSU Denver help promote hub growth? Can they influence groups in their network (Junior colleges, etc.)?
 - d. **Kathy** to set up workshop to focus on how we create new hubs in Colorado. Include MSU Denver people. Invite educational development person. Any government person to attend?

13. Regional Championship Program – Kathy Geise
 - a. Application denied by BRI BoD because RMB failed to demonstrate need (no new Hub growth in 2016).
 - b. **Kathy** suggested we form Regional Steering team with representation from all Colorado hubs and MSU Denver. We may consider having conversations with other hubs to gauge their interest in attending a Colorado Regional.

14. Outreach Program– Lori Lazuk , Kathy Geise
 - a. Aerospace Day at the Capital, March 21, 8AM-4PM. **Jose** to get robot (Byers Robot and / or East HS Robot).
 - b. Robotics at the Hangar (RATH) Sunday, April 12, 10AM – 4PM. Lori working hands-on activity she’s developing and will deploy. She will get volunteers to assist at that event.

15. New Business:

16. Review Action Items (attached)

17. Upcoming Meetings
 - a. BOD meetings - every other month on the 2nd Thursday of the month at the Daniels Fund with teleconference calls in the alternate month. Committee reports are not submitted for conference calls.
 - i. March 10, 2016 , ****Annual Meeting 5:30-8:45****
 - ii. April 14, 2016, ****CALL** 6:30-8:45**
 - iii. May 5, 2016, 6:00-8:45 – **Note Date Change**
 - iv. June 9, 2016, ****CALL** 6:30-8:45**
 - v. July 14, 2016, 6:00-8:45
 - vi. August 11, 2016, ****CALL** 6:30-8:45**
 - vii. September 8, 2016, 6:00-8:45
 - viii. October 13, 2016, ****CALL** 6:30-8:45**
 - ix. November 10, 2016, 6:00-8:45
 - x. December 8, 2016, ****CALL** 6:30-8:45**
 - b. Steering Team meetings - every month on the 4th Thursday of the month at the Daniels Fund as follows:
 - i. February 18, 2016, 6:30-8:45pm – **Note Date change – Boosting BEST is February 25**
 - ii. March 24, 2016, 6:30-8:45pm
 - iii. April 28, 2016, 6:30-8:45pm
 - iv. May 26, 2016, 6:30-8:45pm – **Note date will be changed – probably to June 2**
 - v. June 23, 2016, 6:30-8:45pm
 - vi. July 28, 2016, 6:30-8:45pm
 - vii. August 25, 2016, 6:30-8:45pm
 - viii. September 22, 2016, 6:30-8:45pm
 - ix. October 27, 2016, 6:30-8:45pm
 - x. November 24, 2016, 6:30-8:45pm – **Note date will be changed and may be a telecon**
 - xi. December 22, 2016, 6:30-8:45pm – **Note date will be changed and may be a telecon**

18. Action Items for discussion –

Assigned	Due	Action	Status
3/19/15	3/10/16	Linda K to evaluate whether we need equal opportunity employer policy and to start work on it if she determines we do.	
3/19/15	3/10/16	Lois to review the <u>RM BEST Budget and Purchasing Policy Ver02</u> . If program requires budget above the amount approved, should bring to board for a change.	
5/14/15	3/10/16	Steve to investigate what other companies use Benevity to do gift matching in addition to Google and Ball Aerospace.	

5/14/15	3/10/16	Steve to investigate cloud storage options in addition to Dropbox.	
5/14/15	3/10/16	Board will think about folks we can talk to about League play in robotics... politicians, board of education, etc. Is there any discussion about this in Colorado? Jose will lead.	Kathy emailed Melissa Ingalls mingalls@douglas.co.us to discuss adding robots as Colorado High School Activities Association (CHSAA)
8/13/15	5/5/16	Carolyn to send list of tools available to be donated to schools to Jose for inclusion in teacher newsletter.	
10/08/15	5/5/16	Kathy to contact references from Dan Thurlow for Grand Junction BEST teaming partners.	
10/08/15	5/5/16	Kathy to discuss joining CSBR with RM BEST BoD.	Status: will do it
10/08/15	5/5/16	Kathy to follow up regarding Ute tribe interest in STEM education.	
12/10/15	3/10/16	Kathy / Carolyn to investigate who can do a cost-effective audit in 2016. (Planning is to select the auditor by April for the audit in June or July.)	Status:
12/10/15	5/5/16	Jose to follow up with MSU Denver POC regarding potential space for our kits and workspace.	
12/10/15	5/5/16	Jose / Kathy to follow up with many key people they met at Colorado State Business Roundtable (including potential sponsor).	
1/14/16	3/10/16	Kathy/ BOD to review outreach program description.	
1/14/16	3/10/16	Tim to follow up with Jon Barber. Suggest he can work with Aurora school system about BEST.	
1/14/16	2/11/2016	Steve to be the auctioneer for live auction items and to find items for the live auction.	
1/14/16	3/10/16	Carolyn to ask Prism Workspaces owner again for additional and / or nicer space.	
2/11/16	3/10/16	Lois to explain the Rent of Space expenses so we can approve this report next meeting.	
2/11/16	3/10/16	Jose to follow up to see whether Star Villa will accept the nomination as an RMB BOD member.	
2/11/16	3/10/16	Carolyn to follow up to see whether Judith Schlesinger will accept the nomination as an RMB BOD member.	
2/11/16	3/10/16	Carolyn to confirm numbers in the year in review presentation and to schedule meetings with our key sponsors.	
2/11/16	3/10/16	Steve to create an annual report from the year in review presentation.	
2/11/16	3/10/16	Jose to write policy draft explaining we drop priority of teams if they don't compete 2 years in a row, or if they don't return kits in a timely manner.	
2/11/16	3/10/16	Carolyn to email suggestion to Gail F that BRI use 2,3,4 weekends of Sept as kickoff, rather than 1,2,3 (because of Labor Day weekend).	
2/11/16	3/10/16	Lois / Carolyn to complete / submit Jeppesen grant.	
2/11/16	2/16/16	Carolyn will sign and submit hub license after this meeting.	

2/11/16	3/10/16	Carolyn to confirm with Gail Fulenwider that it's okay to use the BEST game info for Outreach	
2/11/16	3/10/16	Kathy to offer we provide a New Hub Workshop to Great Plains BEST.	
2/11/16	5/5/16	Kathy to set up workshop to focus on how we create new hubs in Colorado. Include MSU Denver people. Invite educational development person.	
2/11/16	5/5/16	Kathy suggested we form Regional Steering team with representation from all Colorado hubs and MSU Denver.	
2/11/16	3/21/16	Jose to get robot (Byers Robot and / or East HS Robot) for Aerospace Day at the Capital, March 21,	

The meeting adjourned at 9:00pm

Respectfully submitted,
Carolyn Bauer
Secretary, Board of Directors